



**DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
VEHICLE TEMPORARY/DAILY USE LEASE AGREEMENT**

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1. No smoking is allowed in the vehicle.
2. The vehicle must be returned in the same condition as when checked out (which includes fuel).
3. The driver is responsible for making payment of any driving or parking violations and not your agency.
4. All travel must be for official state business. No personal business or travel is authorized or permitted.
5. Seat belts must be worn at all times.
6. Alcohol or illegal drugs are prohibited at all times.
7. A driver must have a current, valid driver's license. \_\_\_\_\_
8. The vehicle must be locked at all times when not in use.
9. Use of wireless communication devices is prohibited while the vehicle is in motion except when the wireless communication device is being used hands-free or if the operator fears for his, her or another person's life or safety.
10. To purchase gasoline, a (blue) ARI/Wright Express credit card is provided. This card can be found in the center console of the vehicle and is used just like any other credit card. To make a purchase you will need to know your PIN and the current odometer information.

**No authorization of premium gasoline or full service is permitted.**

11. Notice the location of the vehicle and return the vehicle to the same space. If you are unable to do so, please inform the Fleet Management Office immediately.

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This vehicle is for official business performed on behalf of the State of West Virginia, and will be used in accordance with applicable codes, regulations, and the terms and conditions listed above. The following signature indicates that the primary driver agrees

\_\_\_\_\_  
Primary Driver                      Date

\_\_\_\_\_  
Fleet Management Office                      Date

Form: DOA-FM-004

Revised: (28 Dec 2010)

ENABLING STATUTE: WV Code 5A-3-48 through 5A-3-53

\_\_\_\_\_  
Driver Initials

**License:**

Unit Number:

## Ending

FULL  $\frac{AAAAA}{AAAAA} \frac{AAAAA}{AAAAA} \frac{B}{AAAAA} \frac{1}{4}$   $\frac{AAAAA}{AAAAA} \frac{AAAAA}{AAAAA} \frac{1}{2}$   $\frac{AAAAA}{AAAAA} \frac{AAAAA}{AAAAA} \frac{AAAAA}{AAAAA} \frac{1}{4}$

**Location:**

	DATE	TIME
Return:		

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